

# Agenda Packet 5/10/2016

## **Agenda**

### **Roxbury Free Library Board of Trustees Meeting**

**May 10, 2016 at 17:30**

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- 1.0** Call to order
- 2.0** Additions/Postponements of Agenda Items
- 3.0** Review and approval of minutes of 4/12/2016 meeting
- 3.1** Review of Treasurer's report
- 3.2** Library Director's report
- 4.0** Additions to agenda
- 5.0** Audience
- 6.0** Old Business
- 6.1** Review Green Up Book Sale and Raffle
- 7.0** New Business
- 7.1** Plan Volunteer Luncheon
- 7.2** Discuss options for painting exterior of RFL
- 8.0** Future Meetings
- 8.1** Next Regular Board Meeting 6/14/2016
- 9.0** Adjournment

## Meeting Minutes

### Roxbury Free Library Board of Trustees Meeting

April 12, 2016 at 17:30

**Present:** Angela Bauer, Don Breivogel-Williams (Vice Chair), Elizabeth Carney (Chair), Carl Ellis (Treasurer), Jane Pincus (Clerk), Ryan Zajac (Library Director)

**Absent:** None

**Audience:** None

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#### 1.0 Call to order

The meeting was called to order at 17:31

#### 2.0 Additions/Postponements of Agenda Items

None

#### 3.0 Review and approval of minutes of 3/12/2016 meeting

A motion was made by Jane Pincus and seconded by Don Breivogel-Williams to accept as presented the Meeting Minutes of 3/12/2016. Vote: 5 yes, 0 abstentions, 0 no. Approved

#### 3.1 Review of Treasurer's report

No treasurer's report was shared. Carl mentioned we could use an empty line item in the Town's budget to account for the RFL donations. A motion was made by Carl Ellis and seconded by to Jane Pincus to give the treasurer authority to decide on whether or not to vote in stockholder business for the companies in which the RFL owns stock. Vote: 5 yes, 0 abstentions, 0 no. Approved

#### 3.2 Library Director's report

\*To be approved at the next regular board meeting

Library Director's report was reviewed. Children in the afterschool program will be coming weekly.

Patron numbers are up.

Now it is possible to count internet visits on the website (152 hits in March).

Hunger Free Vermont has awarded their program to Northfield.

The Tim Jennings/ Leanne Ponder program was a great success.

There will be a VOKAL workshop in early May.

#### **4.0 Additions to agenda**

None

#### **5.0 Audience**

None

#### **6.0 Old Business**

None

#### **7.0 New Business**

##### **7.1 Introduction of New Board Member – Angela Bauer**

The board shared introductions and some history of the RFL.

##### **7.2 Election of new officers**

A motion was made by Carl Ellis and seconded by Jane Pincus to retain the same board officer seats as 2015. Angela Bauer (no office), Don Breivogel-Williams (Vice Chair), Elizabeth Carney (Chair), Carl Ellis (Treasurer), Jane Pincus (Clerk) Vote: 5 yes, 0 abstentions, 0 no. Approved

##### **7.3 Review/revise Board/Staff contact info**

The board provided current and preferred forms of contact for each other. No action taken.

##### **7.4 Review/revise meeting schedule**

The board will continue meeting on the 2nd Tuesdays of each month at 5:30 in the RFL for normal board meetings.

##### **7.5 Discuss Board responsibilities**

The board discussed this agenda item. No action taken

##### **7.6 Green-Up Day Book Sale**

\*To be approved at the next regular board meeting

The board discussed plans for the book sale occurring on 5/7/16 from 9:00 - 3:00. Strong, young people needed to help. No action taken

**8.0 Future Meetings**

**8.1 See 7.4**

5/10/2016 at 5:30

**9.0 Adjournment**

The meeting was adjourned at 17:31

Respectfully Submitted, Jane Pincus (Clerk)

\*To be approved at the next regular board meeting

## Library Operations Report

### Upcoming Events and Meetings

- April - June weekly After School programming
- First Wed. lecture Carpool 5/4/2016
- Monthly Movie Series 5/22/2016
- Adult Book Club 5/23/2016
- Roxbury Hazard Mitigation planning meeting 5/25/2016
- Round Table 6/2/2016
- Arts Bus 7/28/2016

### April Outreach

- In April the RFL hosted 3 programs (RFL After School, Tim Jennings, and Monthly Movie Viewing) and meeting space for 2 events (Adult Book Club and Roxbury Crafter's). Attendance in these events included 8 children and 30 adults.
- We are a participating location for the VT. Library Passport program this summer.
- The Selectboard has agreed to cover the postage for us to mail a community newsletter. We are planning for the 1<sup>st</sup> mailing the final week of June.

### Miscellaneous

- Laddie, the lawyer, told me he will have his final review of the bylaws in advance of the June board meeting. That gives us something to look forward to.
- The selectboard said they would likely be able to support the purchase of paint for the exterior of the facility if we can provide volunteers to complete the work.

Volunteers providing service  
in the past month include

Joan Leary  
Caitlyn Santi  
Fran French  
Hannah Zajac

### RFL Service description

Our services reach outside of our immediate community. We have some summer residents who use our services throughout the year by accessing LUV to download books from where ever they are living the remainder of the year.

# April 2016 By the Numbers: Roxbury Free Library

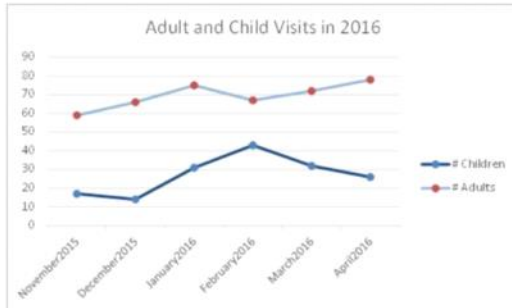
April at the RFL saw more adults but less children than last month with an identical visitation total between the months. Despite the same number of visits between months, circulation was lower in April than March.

## 104 visits

1.6 visitors per hour open


**↑ 0%**  
since Mar.

### Summary Statistics of RFL



 <p><b>4,585</b> items in the collection</p>	<p><b>?</b> 16 reference questions answered</p>	 <p><b>15</b> e-books borrowed</p>	<p><b>ILL</b> 10 → <b>RFL</b> → 2</p>
<p><a href="http://www.roxburyfreelibrary.org">www.roxburyfreelibrary.org</a> was visited 233 times in April 2016</p>			

 <p><b>208</b> active patrons. <b>45</b> Registered users of LUV</p>	<p><b>+5</b> registered new patrons</p>
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**43**  
computer & wireless  
uses